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Attachment
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UNITED STATES INTELLIGENCE BOARD

PROCEDURES FOR ALERT MEMORANDA

1. The Alert Memorandum (AM) is an interagency publication issued by the DCI on behalf of the Community. It is addressed to the members of WSAG and disseminated, inter alia, to all USIB Principals. It provides explicit warning of possible developments abroad of major concern to the US.
2. An AM may be initiated by the DCI or may be proposed by a USIB Principal, by a National Intelligence Officer (NIO), or by (or through) any other senior officer of the intelligence or foreign affairs communities. A proposal for an AM will be addressed to the DCI or the appropriate NIO. But the decision to issue an AM will in all instances rest with the DCI.
3. Responsibility for the preparation and coordination of an AM will normally rest with the appropriate NIO. He may call on any element of the Intelligence Community for support and will coordinate with appropriate USIB agencies, employing rapid conferencing techniques as necessary. Dissenting views, if any, will be included. But when time is of the essence, the DCI may authorize the NIO to limit or forgo coordination. All AMs will in any event indicate the degree of coordination.
4. Since the primary purpose of an AM is to warn, it will present the information required to make the warning intelligible. It will not replace existing intelligence publications. In some circumstances it may consist simply of a covering memorandum attached to an existing intelligence document, saying in essence that the policy maker should focus on the situation reported in the basic document. Usually, however, an AM will be a discrete paper which provides the basic rationale for the issuance of a warning.

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5. An AM will also indicate what special actions are being taken by the Community to ensure effective coverage of the situation, e. g. , the initiation of special collection efforts, the establishment of crisis task forces, etc.

6. A supplementary AM on a crisis may be produced whenever, in the DCI's view, the crisis has assumed a substantially new dimension or has abated.

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